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**AUDIT FINDINGS OF THE ADMINISTRATIVE
RECORD FILE COPY AT THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
REGION V OFFICE**

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**DOE-FN/USEPA
DOE-0881-93
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LETTER**



Department of Energy
Fernald Environmental Management Project
P.O. Box 398705
Cincinnati, Ohio 45239-8705
(513) 738-6357

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DOE-0881-93

Mr. James A. Saric, Remedial Project Director
U.S. Environmental Protection Agency
Region V - 5HRE-8J
77 W. Jackson Boulevard
Chicago, Illinois 60604-3590

Dear Mr. Saric:

**AUDIT FINDINGS OF THE ADMINISTRATIVE RECORD FILE COPY AT THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY REGION V OFFICE**

An audit of the Administrative Record (AR) file copy at the United States Environmental Protection Agency (U.S. EPA) Region V Office was conducted on December 7-10, 1992, by G. D. Walters, Administrative Record Coordinator and the Administrative Record staff. The following summarizes the results of the audit.

1. Of the submittals between July 9 and December 7, 1992, from the Fernald Environmental Management Project (FEMP), none had been filed in the AR binders. There were four transmittals to the U.S. EPA totaling 616 documents that were merged into the U.S. EPA Region V copy of the AR file.
2. There were eight missing documents. There were:
 1. G-000-101.97
 2. G-000-102.67
 3. U-007-707.1
 4. R-002-202.1
 5. R-009-701.9
 6. R-008-106.8
 7. R-016-207.1
 8. R-024-1007.1

These documents were copied and placed in Transmittal 40 that was mailed December 18, 1992, to the U.S. EPA Region V office.

One change was made to the AR file binders. The binders were close with seals which read:

"Seals Used for Auditing Purposes Only"
"Please Break If Document Is Needed"

This action was undertaken in order to expedite future audits in determining missing documents.

The U.S. EPA Region V AR copy was found to be in good order overall. Thank you for your assistance in this AR audit appraisal.

If you or your staff have any questions, please contact Johnny Reising at 513-738-9083.

Sincerely,



Jack R. Craig
Fernald Remedial Action
Project Manager

FN:Reising

cc:

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